

# **CHARTER OF THE ADVISORY COMMITTEE FOR THE STUDY OF EASTERN EUROPE AND THE INDEPENDENT STATES OF THE FORMER SOVIET UNION**

## **1. Committee's Official Designation.**

The official designation of this Committee is the Advisory Committee for the Study of Eastern Europe and the Independent States of the Former Soviet Union ("the Advisory Committee").

## **2. Authority**

The Advisory Committee was established by section 804(a) of the Soviet-Eastern European Research and Training Act of 1983 (hereafter, "the Act"), Pub. L. 98-164, 97 Stat. 1048-50, as amended (22 U.S.C. § 4503). The Advisory Committee also operates under provisions of P.L. 92-463, the Federal Advisory Committee Act (5 U.S.C. App.). The Advisory Committee is supported by the Department of State ("the Department") and shall report to the Secretary of State.

## **3. Objectives and Scope of Activities**

The Advisory Committee has been established by Congress to provide advice and recommendations to the Secretary of State or his or her designated representative concerning the implementation of the Act.

## **4. Description of Duties**

The Advisory Committee shall recommend grant policies for the advancement of the objectives of the Act. In proposing recipients for grants under the Act, the Advisory Committee shall give the highest priority to national organizations with an interest and expertise in conducting research and training concerning the countries of the former Soviet Union and Eastern Europe and in disseminating the results of such research. In making its recommendations, the Advisory Committee shall aim for the development of a stable, long-term research and

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training program. The duties of the Advisory Committee shall be advisory only.

The Advisory Committee may conduct studies, inquiries, hearings and meetings as it deems necessary. The Advisory Committee may assemble and disseminate information and issue reports and other publications, subject to the approval of the Chairman or his designated representative.

**5. Agency or Official to Whom the Committee Reports**

The Committee shall report to the Secretary of State or the Secretary's designee.

**6. Support**

The Department of State shall be responsible for providing administrative and other support for the functioning of the Advisory Committee. Pursuant to the Act, the Secretary of State may detail personnel of the Department to provide technical and clerical assistance to the Advisory Committee in carrying out its functions. To the extent permitted by law, the Department of State will provide necessary administrative and technical support to the Committee.

**7. Estimated Annual Operating Costs and Staff Years.**

Expenses of the Advisory Committee shall be paid from funds available to the Secretary of State. The total operating costs for the Advisory Committee are anticipated to be approximately \$12,424 annually (including salary costs for Department employees providing administrative support to the Committee) and approximately 0.1 FTE. Subject to Department of State regulations on official gifts, the Advisory Committee also may receive privately donated funds for the purposes of the Advisory Committee.

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Members of the Committee (or their designated representatives) who are not otherwise Government employees shall serve without compensation, but may be entitled, upon advance approval by the Chairman (or his or her designated representative) to reimbursement for travel expenses, including per diem in lieu of subsistence, as authorized by law (5 U.S.C. §§ 5701-5707).

**8. Designated Federal Officer.**

There shall be an Executive Director who will serve as the Designated Federal Officer ("DFO"). The DFO must be a full-time or permanent part-time employee, appointed by the Department of State. The DFO shall: (1) Attend all committee and subcommittee meetings; (2) Adjourn any meeting when he or she determines adjournment to be in the public interest; and (3) Chair meetings when directed to do so by the Secretary of State.

**9. Estimated Number and Frequency of Meetings.**

The Advisory Committee shall meet at the call of the Chairman (or his or her designated representative) and shall hold at least one meeting each year. Three members of the Advisory Committee (or their designated representatives) shall constitute a quorum.

All meetings of the Advisory Committee will be open to the public unless a determination has been made in accordance with section 10(d) of the Federal Advisory Committee Act that a meeting or a portion of a meeting should be closed to the public. Timely notice of each meeting, whether open or closed, shall be published in the *Federal Register* stating the name of the Advisory Committee, the time, place, and purpose of the meeting, a summary of the agenda and/or topics to be discussed, a statement whether all or part of the meeting is open or closed to the public, the reason for any closure of all or part of the meeting, and the name, address, and telephone number of the designated Government employee that members of the public may contact for further information.

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Detailed minutes shall be kept of each meeting of the Advisory Committee, which shall include time, date, and place of the meeting, a record of Advisory Committee members and staff, Government employees, and participating members of the public present, a complete and accurate description of matters discussed and conclusions reached, and copies of all reports received, issued, or approved by the Advisory Committee. The accuracy of such minutes shall be certified by the Chairman (or his or her designated representative) within 90 days of the meeting to which the minutes relate.

Unless closed in accordance with the FACA, all Advisory Committee meetings shall be open to the public, up to the seating limits of the meeting room.

**10. Duration.**

The Advisory Committee is expected to be of continuing duration.

**11. Termination.**

Pursuant to section 14(b)(2) of the Federal Advisory Committee Act, the authority of the Advisory Committee to operate under this charter shall terminate two years from the date of its filing, at which time a new charter must be filed.

**12. Membership and Designation.**

A. Membership

Pursuant to the Act, the Advisory Committee shall be composed of the Secretary of State, the Secretary of Defense, the Secretary of Education, the Librarian of Congress, the President of the American Association for the Advancement of Slavic Studies, and the President of the Association of American Universities. The private members shall act in a representative capacity to speak for their respective organizations.

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B. Designation of Representatives

Each member of the Advisory Committee may designate a representative to act on his or her behalf at meetings of the Committee.

C. Chairman

Pursuant to the Act, the Secretary of State is the Chairman of the Advisory Committee. The Secretary of State may authorize a Department of State employee to act as his or her representative and to perform the functions of the Chairman at Advisory Committee meetings. The Chairman (or his or her designated representative) shall: (1) Approve or call all of the meetings of the Advisory Committee and any subcommittees; (2) Preside at meetings; (3) Provide for the keeping of detailed minutes of meetings and certify the accuracy of such minutes; and (4) Provide for the maintenance and retention of the records of the Advisory Committee as required by the Federal Advisory Committee Act.

**13. Subcommittees.**

The Advisory Committee may constitute a working group to assist in the preparation of materials for decisions by the Advisory Committee. Such a working group would not have any decision-making responsibility or authority. It must report back to the Advisory Committee, and shall not provide advice and work products directly to the Department.

**14. Recordkeeping.**

The records of the Advisory Committee shall consist of all papers and documents pertinent to its establishment and activities, including its Charter, agenda, determinations for closed meetings, minutes, reports, and all documents related to its proceedings, including those of any study groups. The records shall be handled in accordance with General

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**15. Filing date:** [                      ]

Approved: Patricia Kenny

Date: 4/19/2011

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